

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY DENTAL ACTIVITY  
Fort Huachuca, Arizona 85613-7050

DENTAC Pamphlet  
No. 190-2

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Military Police  
PHYSICAL SECURITY

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1. HISTORY. This is a revision of an existing publication.
2. PURPOSE. This pamphlet establishes policies and outlines responsibilities and procedures for this headquarters.
3. SCOPE. This pamphlet establishes policies and procedures for providing internal security for all facilities within the USADENTAC area of responsibility.
4. REFERENCES.
  - a. AR 190-51, Security of Unclassified Army Property.
  - b. FH Supl 1 to AR 58-1, Joint Procedures for Management of Administrative Use Motor Vehicles.
5. RESPONSIBILITIES.
  - a. Commander, USADENTAC, is responsible for safeguarding the personnel and property of the command.

b. Unit Physical Security Officer. The Unit Physical Security Officer will be appointed by the USADENTAC commander. He will—

- (1) Conduct physical security inspections and report violations to the commander.
- (2) Ensure compliance with the unit's key control policy (see DENTAC Pam 190-1).
- (3) Approve duplication of keys and change of locks and locking mechanisms.
- (4) Coordinate with the Provost Marshal's Office to schedule physical security inspections.
- (5) Report violations of physical security and assist in the established key control policy.

## 6. DEFINITION OF TERMS.

a. Physical security. The physical safeguarding, controlling, and administering of procedures to protect personnel, areas, supplies, equipment, funds, real estate, and other property from loss, theft, trespass, damage, unauthorized entry, instances of unauthorized observation and other forms, or original or disruptive conduct.

b. Physical security inspection. A critical onsite examination of the above physical conditions and procedures.

c. Areas to be inspected. All areas of DENTAC will be inspected to determine physical security measures necessary to provide protection from external sources. This includes the Dental Detachment portion of the barracks (bldg 51001).

## 7. POLICY. Runion Dental Clinic NCOIC will ensure the following:

- a. The NCOIC or his representative will physically lock all exterior doors.
- b. Daily inspection of RDC will be conducted, and FH Form 1101 will be initialed and dated when all doors are physically secured.
- c. The following areas will be properly secured at the close of the day or when not in use: Dental Lab, Supply Room, and all administrative offices.
- d. Safe containing precious metals, located in rooms 68 and 69, will be physically checked to ensure it is secured and DA Form 672 will be initialed by responsible individual.
- e. Individual responsible for opening RDC will be responsible for opening all entrances to RDC.

f. Any violations of security will warrant immediate notification of the NCOIC or chief of RDC, physical security officer, the XO, and the Military Police.

8. DENTAC Charge of Quarters. The DENTAC Charge of Quarters (CQ) will report to the NCOIC of RDC weekly to receive the keys to the clinic. The CQ will check the clinic at 1630 for security. Prior to being relieved from duty, the CQ will return the clinic keys to the NCOIC.

#### 9. VISITOR AND PATIENT CONTROL/SECURITY.

a. All patients and visitors to the dental clinic will report to the receptionist at the front desk and/or the secretary in the headquarters, as applicable.

b. Staff personnel are to be constantly cognizant of visitors to ensure patient security and protection of property.

c. All patients will park in parking area designated as patient parking areas. Staff personnel will park in other designated areas adjacent to the clinic.

d. All members of the DENTAC staff will wear authorized name tags while on duty to distinguish themselves from patients and visitors.

#### 10. CONTROL MEASURES.

a. Personnel access. No specific personnel control measures will apply except for restricted areas.

b. Material control. Incoming postal control of registered packages will apply. Pickup of sensitive items will be by the clinic NCOIC or DENTAC Supply Specialist.

c. Vehicle control. Transportation Motor Pool procedures as outlined in Fort Huachuca Supplement 1 to AR 58-1 will be followed for security of DENTAC administrative vehicle.

d. Restricted areas. The command group will have access to all areas of the DENTAC.

(1) Runion Dental Clinic.

(a) Lab, room 66. Access limited to laboratory staff, chief, NCOIC, and dental officers in the preparation of prosthetic devices.

(b) Supply, room 69. Access limited to chief and NCOIC.

(c) Supply, room 70. Access limited to supply specialist.

(d) Records Area, room 8. Access limited to personnel who require use of records in conduct of official business.

(e) Storage Room, room 48. Access limited to chief, NCOIC, and/or assistant NCOIC.

(f) Housekeeping Storage Room, room 47. Access limited to housekeeping personnel.

(g) Office, room 7. Access limited to chief and NCOIC.

(h) Computer Room, room 12. Access limited to Computer Assistant and Information Systems Operator.

(2) Headquarters:

(a) Orderly Room. Access limited to administrative staff.

(b) Headquarters offices. Access limited to command group.

e. Security Force.

(1) Physical Security Officer and NCO will be appointed in writing.

(2) The command group, clinic OIC, and NCOICs will constitute security forces.

(3) During non-duty hours, the CQ and the Dental Officer of the Day will be available as security forces followed by the command group, clinic chief, and NCOICs. Provost Marshal personnel must be considered an additional security force asset.

The proponent agency of this publication is the Office of the Commander. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Dental Activity, ATTN: DSBJ-CDR, Fort Huachuca, AZ 85613-7040.

//Original Signed By//

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Commanding

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